

Timestamp/Punch Employee Holiday Process



Timestamp/Punch Employee Holiday Process

Timestamp/Punch full-time employees automatically receive Holiday credit if the employee is in pay status the scheduled day before and scheduled day after a holiday.

The timecard below is an example that reflects eight hours of holiday credit. The Holiday Taken and Holiday Earned pay codes display on the Totals and Schedule tab at the bottom left-hand portion of the timecard.

| Save Actions Punch Amount Accruals Comment Approvals Reports Leave | | | | | | | | | | | | |
|--|----------|-----------------|--------|--------|----------|---------|--------|----------|--------|-------|-------|------------|
| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
| X | Wed 7/01 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 8:00 |
| X | Thu 7/02 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 16:00 |
| X | Fri 7/03 | 4th Day of July | 8:00 | | | | | | | | 8:00 | 24:00 |
| X | Sat 7/04 | | | | | | | | | | | 24:00 |
| X | Sun 7/05 | | | | | | | | | | | 24:00 |
| X | Mon 7/06 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 32:00 |
| X | Tue 7/07 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 40:00 |
| X | Wed 7/08 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 48:00 |

| TOTALS & SCHEDULE | | | LEAVE REPORTING PERIOD VIEW | | AUDITS | |
|-------------------|--|--|-----------------------------|--|--------|--|
| All | | | | | | |
| Pay Code | | | Amount | | | |
| REGULAR | | | 88:00 | | | |
| HOLIDAY TAKEN | | | 8:00 | | | |
| HOLIDAY EARNED | | | 8:00 | | | |

| Date | Start Time | End Time | Pay Code | Amount |
|----------|------------|----------|----------|--------|
| Wed 7/01 | 8:00AM | 5:00PM | | |
| Thu 7/02 | 8:00AM | 5:00PM | | |
| Fri 7/03 | 8:00AM | 5:00PM | | |
| Sat 7/04 | | | | |
| Sun 7/05 | | | | |

If the employee works on the holiday, the hours worked display on the timecard. The holiday credit hours are reflected by the **Holiday Earned** pay code, and the unworked hours automatically go to the **Holiday Taken** pay code. Any **Holiday Earned** hours that are not utilized on the holiday will be banked for use at a later time.

Save

Actions ▾Punch ▾Amount ▾Accruals ▾Comment ▾Approvals ▾Reports ▾Leave ▾

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|----------|-----------------|--------|--------|----------|---------|--------|----------|--------|-------|-------|------------|
| X | Wed 7/01 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 8:00 |
| X | Thu 7/02 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 16:00 |
| X | Fri 7/03 | 4th Day of July | 4:00 | | | | | | | | | |
| X | Fri 7/03 | | | 8:00AM | | 12:00PM | | | | 4:00 | 8:00 | 24:00 |
| X | Sat 7/04 | | | | | | | | | | | 24:00 |
| X | Sun 7/05 | | | | | | | | | | | 24:00 |
| X | Mon 7/06 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 32:00 |
| X | Tue 7/07 | | | 8:00AM | | 12:00PM | 1:00PM | | 5:00PM | 8:00 | 8:00 | 40:00 |

TOTALS & SCHEDULE

LEAVE REPORTING PERIOD VIEW

AUDITS

All ▾

| Pay Code | Amount |
|----------------|--------|
| REGULAR | 92:00 |
| HOLIDAY TAKEN | 4:00 |
| HOLIDAY EARNED | 8:00 |

| Date | Start Time | End Time | Pay Code | Amount |
|----------|------------|----------|----------|--------|
| Wed 7/01 | 8:00AM | 5:00PM | | |
| Thu 7/02 | 8:00AM | 5:00PM | | |
| Fri 7/03 | 8:00AM | 5:00PM | | |
| Sat 7/04 | | | | |
| Sun 7/05 | | | | |

Note: If the employee is not in pay status the day before or after the holiday, the holiday will not be earned. In this case, the manager or Agency Admin must add the Leave Without Pay pay code to the timecard on the date of the holiday to prevent employee holiday pay.